# Department of Toxic Substances Control

# 2008 Annual Facility Report

# (2008 AFR)

# CALIFORNIA SUPPLEMENTAL INSTRUCTIONS

*PLEASE READ THROUGH THE 2008 CALIFORNIA SUPPLEMENTAL INSTRUCTIONS BEFORE COMPLETING THE FORMS.*

*This packet, a link for FREE, USER-FRIENDLY WASTE REPORTER SOFTWARE, and other helpful information for filing the 2008 AFR is available at:*

## *http://www.dtsc.ca.gov/*

*Click the "Managing Waste" tab, then click "Annual Facility Reports" to go to the "2008 Annual Facility Report" link.*

*Annual Facility Report Staff*
*(916) 322-2880*
*brsstaff@dtsc.ca.gov*

# *THIS SUPPLEMENT INCLUDES THE FOLLOWING:*

# 1.  INTRODUCTION TO THE 2008 AFR

Department of Toxic Substances Control (DTSC) has prepared the California Supplemental Instructions to assist permitted hazardous waste transfer, treatment, storage, or disposal facilities (TSDFs) that are required to submit a 2008 Annual Facility Report (2008 AFR).  The Supplemental Instructions, Appendices, and Forms can be found on DTSC's website at:   **http://www.dtsc.ca.gov/,** *Click the "**Managing Waste**" tab, then click "**Annual Facility Reports**" to go to the "**2008 Annual Facility Report**" link.*

The California Supplemental Instructions are designed to be used with the U.S. EPA 2007 Hazardous Waste Report (2007 HWR), also known as the 2007 Biennial Report Instructions and Forms, prepared by the U.S. Environmental Protection Agency (U.S. EPA), available online at DTSC's website at:
**http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm**

The California Code of Regulations (CCR), Title 22, Division 4.5 contains the environmental health standards for the management of hazardous waste.  Standards applicable to owners and operators of hazardous waste TSDFs are contained in Chapter 14.  The specific requirement for the Annual Facility Report is contained in CCR, Title 22, Division 4.5, section 66264.75 and is attached as "California Authority," (Appendix A).

# 2.  PURPOSE

The mission of the DTSC is to protect public health and the environment from harmful exposure to hazardous waste.  In order to effectively manage the state's hazardous waste, the DTSC collects and maintains information about the generation, transportation, management, and final disposition of hazardous waste within the state, and researches and maintains information regarding efforts to minimize or reduce these wastes.

The information gathered by the 2008 AFR will be used to provide DTSC with an understanding of hazardous waste management activities, developing trends, help measure the quality of the environment, and in preparing various state reports.

## 3.   SUMMARY OF ITEMS INCLUDED IN THESE INSTRUCTIONS

To determine if the TSDF in question is required to file the 2008 AFR, read **Who Must File the 2008 AFR** on page 5 of these instructions.  If a 2008 AFR reporting package was received and the TSDF is **not** required to complete the 2008 AFR, please complete the **2008 AFR Exemption Request Form** (Appendix D) and return it to DTSC at the address on page 13 via fax or mail by March 1, 2009.  **If a reporting package was not received, please call the 2008 AFR Help Line at (916) 322-2880 to determine if the TSDF is required to file** the 2008 AFR.

**Review of the Frequently Asked Questions** and the **2008 AFR Submission Cover Sheet** will be helpful in submitting the report.  Answers to the most commonly asked questions and the 2008 AFR Submission Cover Sheet can be located on pages 6-8.

**What to Report** (page 9) outlines the information required by the 2008 AFR.  It contains a table that provides a description of each required data element, the requesting section number from CCR, Title 22, and the form on which to report that data element.

**Which Forms to Submit** (page 10) describes which forms should be submitted by permitted TSDFs.

**How to Fill Out the Forms** (page 13) identifies where to obtain instructions on the individual data elements of the forms of the 2008 AFR.

**Help to Submit the 2008 AFR** (pages 13-16), provides the addresses to which completed forms and reports should be returned, resources for further assistance, the final filing date, information on electronic reporting, and procedures for obtaining an extension of the final filing date if needed.

## Please complete the 2008 AFR Submission Cover Sheet on page 8 before submitting your forms!

## 4.    WHO MUST FILE THE 2008 AFR

A TSDF is **<u>required</u>** to file the 2008 AFR if it meets any **one** of the following criteria:

A) The TSDF operated under the authority of a full permit or under interim status pursuant to CCR, Title 22, Division 4.5, sections 66264 or 66265 and stored, treated, or disposed of hazardous waste at any time during 2008;

<div align="center">**OR**</div>

B) The TSDF operated under the authority of a Standardized Permit pursuant to CCR, Title 22, Division 4.5, section 66270.69.  This requirement does not apply to Permanent Household Hazardous Waste Collection Facilities.


## 5.  FACILITIES (TSDFs) <u>*NOT*</u> REQUIRED TO FILE THE 2008 AFR

A TSDF is **<u>not required</u>** to file the 2008 AFR if it meets any **one** of the following criteria:

A) The TSDF operated under the authority of a Permit-by-Rule (PBR), is a Conditionally Exempt or a Conditionally Authorized Facility, or is a Permanent Household Hazardous Waste Collection Facility;

<div align="center">**OR**</div>

B) The TSDF is only a hazardous waste generator (any size) and **did not** store, treat, or dispose of hazardous waste at any time during 2008;

<div align="center">**OR**</div>

C) All permitted activities at the TSDF ceased pursuant to full permit or interim status prior to January 1, 2008.

## 6.    FREQUENTLY ASKED QUESTIONS

| *Questions* | *Answers* |
|---|---|
| **Instructions and Forms** | |
| How can I get another copy of the **2008 California Supplemental Instructions** and Forms and/or the **2007 HWR Instructions and Forms**? | The **2008 California Supplemental Instructions and Forms** can be downloaded from **http://www.dtsc.ca.gov/HazardousWaste/Annual Reports/index.cfm**, and the **2007 HWR Instructions and Forms** from DTSC's web site at: **http://www.dtsc.ca.gov/HazardousWaste/Annual Reports/index.cfm.** Contact us if the Internet is not accessible – see page 14. |
| Where can I find the most current EPA Flat File Specifications? | Go to DTSC's website at: **http://www.dtsc.ca.gov/HazardousWaste/Annual Reports/index.cfm** |
| **Who Is Required To File?** | |
| Who is required to submit a 2008 AFR? | Generally, only **permitted TSDFs**.  See page 5 for clarification. |
| Are Small Quantity Generators (SQGs) and Large Quantity Generators (LQG's) required to file? | No, if they only generated waste and did not treat, store, or dispose of waste.  See page 5 for clarification. |
| Are "California Only" handlers required to file? | No.  See page 5 for clarification. |
| I just bought this company.  Am I required to file? | Yes.  Records of past hazardous waste handling activity from the previous owner should have been received.  Contact the transporter for missing copies of manifests. |
| I am no longer treating hazardous waste.  Am I required to file? | No.  If all operations **and** all clean up activities prior to January 1, 2008 have ceased, submit an Exemption Form (Appendix D). |
| How do I submit an exemption? | Submit an Exemption Form, (Appendix D). |
| **Workshops/Training** | |
| Are workshops or training sessions going to be given? | No. Most TSDFs can complete the report if they read the instructions thoroughly.  Assistance is available if necessary.  See page 13. |
| Where do I get for help with the software? | Review the Waste Reporter Software Guide in Appendix E, and the Software Tips on page 17. |

| Reporting Information | |
|---|---|
| Is wastewater reported? | No.  If the wastewater is sent via a hard piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). <br><br> Call (916) 322-2880 for clarification. |
| What waste must be reported? | All RCRA and non-RCRA (California only) is required to be reported in the AFR. |
| Is universal waste reported? | No.  Universal waste is exempt and is not reported. |
| How can I tell if I am exempt? | See page 5 of the **2008 California Supplemental Instructions**. |
| I can't find all of my records?  Will AFR Staff give me copies of my missing manifests? | No.  Contact the previous owner or the transporter to obtain missing manifests. |
| How do I submit my report? | By mail, using the address on page 14.  Complete the Cover Sheet on page 8 before mailing the report. |
| Can I fax my report to meet the deadline? | No.  Submissions must contain **original signatures** and must be **postmarked**, *not received*, by the deadline.  Submissions should include an electronic version of the report as described on page 16. |
| **Internet** | |
| Is information available on the Internet for the 2008 AFR and/or the 2007 HWR? | Yes.  Go to: **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm** |
| Can I e-mail my transmittal file? | No.  Submissions must be signed and sent by mail, with the transmittal file diskette attached. |
| **Software** | |
| Where can I get the Waste Reporter software? | There is a link to the free software at: **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm** |
| How do I use the software? | See User Guide, Appendix E, and Tips on page 17. |
| What if I can't see the right hand scroll bar? | Resize your monitor resolution to **1024 x 768**. |

## 7. 2008 AFR SUBMISSION COVER SHEET

# SUBMIT WITH REPORT.
# NO ADDITIONAL COVER LETTER REQUIRED.

The following items are included or have been verified in the report:

- ☐ **2008 AFR Submission Cover Sheet**;

- ☐ **Signed Form ID** (3 pages);

- ☐ **Verified EPA ID**;

- ☐ **Verified NAICS code** on **www.naics.com**;

- ☐ **Forms GM**, if applicable;

- ☐ **Forms WR**;

- ☐ **Form OI** (Offsite Identification);

- ☐ **Form CC or CO** as applicable;

- ☐ **Original transmittal file** on diskette using Waste Reporter software or in EPA Flat File format;

- ☐ **Postmark report by March 1, 2009**.


Reminder:

- ☐ Retain a complete **photo copy of the 2008 AFR** for record keeping purposes;

**AND**

- ☐ Retain a second **original transmittal file** from Waste Reporter for record keeping purposes, if applicable.

# 8. WHAT TO REPORT

The following information is required by the 2008 AFR.  Regulatory authority is cited in CCR, Title 22, section 66264.75 (Appendix A).

| TYPE OF INFORMATION | TITLE 22 SECTIONS | FORMS |
|---|---|---|
| Information required for all filers: | | |
| 1) EPA ID number, name, and address of the Facility (TSDF) | 66264.75 (a) | ID |
| 2) Certification signed by the owner, operator, or authorized representative. | 66264.75 (j) | ID |
| 3) A description and quantity of each hazardous waste the Facility (TSDF) received during 2004. | 66264.75 (d) | GM WR |
| 4) The method of transfer, treatment, storage, or disposal for each hazardous waste. | 66264.75(e) | GM WR |
| 5) The most recent closure cost estimates. For disposal Facilities (TSDFs), the most recent post-closure cost estimates. | 66264.75(g) | CC |
| 6) Summary of environmental monitoring data that is maintained on-site for inspection. | 66264.75(k) | CO |

# 9.  WHICH FORMS TO SUBMIT

This table identifies which forms must be submitted by each of the four categories of TSDFs, which are:

| Required Form | Explanation |
|---|---|
| ID | All Facilities must complete Sections I, II, III, IV, and VII of Form ID. Facilities that are also generators must also complete Section V.  TSDFs must also complete Section VI.  See pages 9-10, 2007 HWR Instructions and Forms. |
| GM | All facilities that generate waste during 2008 are required to complete a Form GM |
| WR | **Only off-site facilities that receive waste from another facility** are required to submit Form WR.  Facilities may group the waste by handling method and waste stream only. |
| OI | **All Facilities** are required to submit Form OI. |
| CC | **All Facilities** that are required to submit the 2008 AFR are requested to submit the Form CC on closure or post-closure cost estimates and environmental monitoring. |
| CO | **Facilities that ceased operating** as a standardized or fully permitted Facility **during 2008** are required to complete the 2008 AFR and are requested to submit Form CO. |
| Exemption Request Form | This is the **only** form required from **Facilities that ceased operating** as a standardized or fully permitted TSDF **before 2008** and therefore are not required to complete the 2008 AFR.  This includes TSDFs that are now operating under the authority of a PBR, CE, or CA and received a 2008 AFR reporting package. |

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION
LABEL OR ENTER:

SITE NAME:

EPA ID NO:

|__|__|__| |__|__|__| |__|__|__| |__|__|__|

**CALIFORNIA DEPARTMENT
OF TOXIC SUBSTANCES
CONTROL**

2008 Annual Facility Report

**FORM**

**CO**

**CEASED OPERATING AS A
PERMITTED OR
INTERIM STATUS
HAZARDOUS WASTE
FACILITY**

INSTRUCTIONS: Please see Appendix F of the CA Supplemental Instructions for filing instructions and reference 22 CCR 66264.75(k) at www.oal.ca.gov if additional clarification is needed.

| **Sec. I** | Full Permit, Interim Status Facilities, or Standardized Permit Facilities |
|---|---|

| A. Prior Authorization<br>__ Permit<br>__ Interim Status | B. Date of Permit<br><br>Month    Day    Year | C. Date of Interim Status<br><br>Month    Day    Year |
|---|---|---|
| D. Current Permit Status<br>__ Ceased Operating<br>__ Converted to lower<br>  tier permitting<br>__ Permit Rescinded<br>__ Permit Withdrawn | E. Date Ceased Operating all<br>  permitted units<br><br>Month.    Day    Year | G. Converted all Units to<br>__ Permit by Rule<br>__ Conditionally Authorized<br>__ Conditionally Exempt<br>__ Less than 90 days storage<br>__ Other_____ |
| | F Date all units were converted<br>  to tier permitting<br><br>Month.    Day    Year | |
| H. Date facility notified<br>  DTSC of closure<br><br>Month.    Day    Year | I. Is facility applying for Post-<br>  Closure Permit?<br><br>__ Yes<br>__ No | J. Date of facility Closure<br>  Certification/verification<br><br>Month.    Day    Year |

Comments: List any other closure activity below

| BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL OR ENTER: | **CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL** |
|---|---|

SITE NAME:

2008 Annual Facility Report

| **FORM** **CC** | **CLOSURE & POST-CLOSURE COST ESTIMATE AND ENVIRONMENTAL MONITORING DATA** |
|---|---|

EPA ID NO:

|__|__|__| |__|__|__| |__|__|__| |__|__|__|

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INSTRUCTIONS: Please see Appendix F of the CA Supplemental Instructions for filing instructions and reference 22 CCR 66264.75(g) at www.oal.ca.gov if additional clarification is needed.

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| **Sec. I CLOSURE AND POST-CLOSURE COST ESTIMATES** | Full Permit, Interim Status Facilities, or Standardized Permit Facilities |
|---|---|

| A. Type of Estimate<br>__ Closure Cost<br>__ Post-Closure Cost | B. Total Cost Estimate |
|---|---|

C. Type and capacity of units (Please check type and unit of measurement)

__ Storage      _____      Gallons ____ Tons

__ Treatment      _____      Gallons ____ Tons per month

__ Disposal      _____      Gallons ____ Tons per month

__ Incineration      _____      Gallons ____ Tons per month

__ Open Burn/Detonation      _____      Gallons ____ Tons per month

__ Other      _____      Gallons ____ Tons per month

Specify Other      _____

| **Sec. II ENVIRONMENTAL MONITORING DATA** | Please do not submit monthly data. Describe the type and form of monitoring data that is maintained on-site for inspection. |
|---|---|

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Comments:

## 10.    HOW TO FILL OUT THE FORMS

Please use only the versions of Forms ID, GM and WR supplied in the software or packet or on the web site listed at: **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm.**  In addition to the following guidance, detailed instructions for forms ID, GM and WR can be found starting on page 9 of the 2007 HWR Instructions and Forms.  **However, please note that those instructions request information for 2007.  Please supply 2008 information for the 2008 AFR**.

## 11.    HELP SUBMITTING THE 2008 AFR

**CONTACT US**

To facilitate communications regarding the 2008 AFR, a dedicated telephone number and general fax number are available.  Our staff will reply by fax or phone within two business days.  Those numbers are:

Fax number:          (916) 322-1005      *Fax Exemption/Extension Requests Only*
                                                             ***DO NOT fax your report or Form ID***.

Help Line:            (916) 322-2880      *Ask questions needing immediate response, verifying NAICS codes, and software help.*

E-mail address:  **BRSstaff@dtsc.ca.gov**      *Use for asking highly detailed questions.*
                                                                  ***DO NOT email your transmittal file***.

EPA ID numbers:      (415) 495-8895      *Use to verify EPA ID numbers only.*

**WHEN AND WHERE TO FILE**

Forms must be **postmarked** by:            **MARCH 1, 2009** *(postmark date)*

Return Completed Reports to:            **DTSC 2008 AFR STAFF (Floor 11-52D)**
*(First Class USPS is preferred)*            **Department of Toxic Substances Control**
                                                            **P.O. Box 806**
                                                            **Sacramento, CA 95812-0806**

Physical address for Fed Ex:            **DTSC 2008 AFR STAFF (Floor 11-52D)**
*(First Class USPS is preferred)*            **1001 I Street, 11th Floor**
                                                            **Sacramento, CA 95814**

**DOWNLOAD REPORT FORMS, SOFTWARE AND INSTRUCTIONS BOOKLETS**

*2008 California Supplemental Instructions and Forms:*
Go to **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm** on DTSC's web site.

*2007 Hazardous Waste Report Instructions and Forms: (limited forms)*
Go to **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index,** click on the link located on DTSC's web site.

*2008 Waste Reporter Software:*
Go to **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm**, click on the link located on DTSC's web site.

 *EPA Flat File Format:*
Go to **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm**, click on the link located on DTSC's web site.
*Adobe Acrobat Reader:*
Go to ***www.adobe.com/products/acrobat/readstep2.html***

If the Internet is not accessible, a copy of any of the above publications or software can be requested by faxing, writing, or calling the 2008 AFR staff at the numbers or address listed above.

**ELECTRONIC REPORTING**

Electronic copies should be submitted, but must be accompanied by signed paper copies, and must be created using either the Waste Reporter Software, or using the official EPA Flat File Format (Go to **http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm** for specifications).  Due to difficulties with data format incompatibility, DTSC is requiring all electronic copies be submitted in one of the above formats.  Though these specifications refer only to U.S. EPA forms, they must also be used in electronic submission of California Forms CO and CC.

**EXTENSION REQUESTS**

To obtain a 30 day extension for submission of the 2008 AFR to ***April 1, 2009***, complete all the information on the Request for Extension (Appendix C) and fax or mail before March 1, 2009 to the address or fax number on page 14.

Extensions will only be granted for those TSDFs using Waste Reporter Software, or submitting using EPA Flat File format as outlined above.  Large Facilities submitting paper reports in absence of an electronic copy as outlined above will be granted Extensions only under extreme circumstances.

Extension approval notification will be provided by telephone to the contact person listed on the form.  If a written approval is preferred, please specify in the comments section, and we will provide such notification.

**EXEMPTION REQUESTS**

Please do not submit an Exemption Request for every TSDF or generator. Submit only for those TSDFs who have received a **filing packet for the 2008 AFR**. If there are questions about which Facilities to file Exemption Requests for, please call the 2008 AFR Help Line at (916) 322-2880. The Request for Exemption form can be found in Appendix D.

Exemption approval notification will be provided by telephone to the contact person listed on the form. If a written approval is preferred, please specify clearly in the comments section of the Exemption form, and we will provide such notification in writing.

**DOCUMENTS HELPFUL IN FILLING OUT THE FORMS**

In preparing the 2008 AFR, please consult your records on quantities and types of hazardous waste generated. Records that might be helpful are listed below. (Your TSDF may not have all of the documents listed.)

- Records of quantities of hazardous waste generated or accumulated;
- Uniform Hazardous Waste Manifest forms;
- Results of laboratory analysis of your wastes;
- Contracts or agreements with off-site TSDFs managing your wastes; and
- Copies of permits for on-site waste management systems.

## 12.  WASTE REPORTER SOFTWARE TIPS

**MULTI SITE SOFTWARE CODE**: The Waste Reporter Software allows all users to prepare the AFR for more than one facility.

**DESCRIPTION TEXT BOX**: If typing data into the Waste Description text box is not possible, click in the upper text box first, then click in the description text box again. The problem should be resolved.

**NOTHING TO DO ERROR**: If the software will validate with no "Critical" errors, but won't make a transmittal file and displays a "Nothing to Do!" message, call (916) 322-2880 for assistance. **Do not re-enter your data!**

**NAICS CODES**: Look up NAICS codes at **www.NAICS.com**. More than one code may apply. Call (916) 322-2880 for assistance with identifying the appropriate NAICS codes. Do not use 562111 or 562112 unless the business is mainly a hazardous waste collector or waste treatment plant. Refer to the 2007 HWR for the codes used in the previous year.

**COUNTY v. COUNTRY FIELDS**: Enter the COUNTY (e.g., Stanislaus) in the location address, and the COUNTRY (U.S.A.) in the mailing address. Use the drop down menus to identify the correct names.

**TAB NAVIGATION**:  Use the TAB key to navigate between fields.

**WARNING MESSAGES**:  These are **not** critical errors.  The most common error regarding comments in the comments section is generally a reminder that comments are required.  The software cannot verify that comments have or have not been entered.  Verify that information has been entered into the field, then ignore the message.  Another common error is for EPA ID number validity.  Verify the EPA ID number through (415) 495-8895, and verify it has been entered correctly (e.g., zero for the letter "O") and ignore the message.

**CRITICAL ERROR**:  These messages are more serious.  They are not just reminders, but are serious problems with the report.  Most are easily repaired (i.e. missing codes, etc).  Verify that the data is correct and run the validation again.  If the CRITICAL ERRORS message continues after a few attempts, call (916) 322-2880 for assistance.  **Do not re-enter your data**.

**UNIT OF MEASURE (UOM)**:  Enter 1 for pounds, 2 for short tons, 3 for kilograms, 4 for metric tons.  For these weighted measures, do not enter density.  For volume measures, enter 5 for gallons, 6 for liters, and 7 for cubic yards.  For these volume measures, include density information, either in pounds per gallon (enter the weight in pounds of one gallon of the waste (approximately over 7) and check **lbs/gal** box.), or in specific gravity (enter the specific gravity of the waste (approximately under 3) and check the **sg** box.  If you are not sure which to enter, call (916) 322-2880 for assistance.

**SUMMARY REPORT**:  Run the Waste Reporter Summary Report to check for validity of data and whether the data amounts make sense (check if the software added any zeros to quantities, changed EPA ID numbers, or there were any data entry errors made).

**NON-REQUIRED FIELDS**:  For fields that are not required, leave blank.  Do not enter data.

**IMPORTING FILES**:  Use the "Import" feature to import data stored in the EPA Flat File format directly into Waste Reporter.  To obtain the EPA Flat File specifications go to ***www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm***.  For assistance with importing using the EPA Flat File format, call (916) 322-2880.

**USER'S GUIDE**: See Appendix E for detailed instructions for the Waste Reporter Software User's Guide.

**Appendix A**

# CALIFORNIA AUTHORITY

**California Code of Regulations, Title 22, Division 4.5, §66264.75. Annual Report.**

The owner or operator shall prepare and submit single copies of an Annual Report to DTSC and the appropriate regional water quality control board by March 1 of each year. The Annual Report shall be submitted on forms provided by DTSC, EPA Form 8700-13A/B, 5-80, (Revised 11-89). The report shall cover Facility (TSDF) activities during the previous calendar year and shall include:

(a) the Identification Number, name and address of the Facility (TSDF);

(b) the calendar year covered by the report;

(c) for off-site Facilities (TSDFs), the Identification Number of each hazardous waste generator from which the Facility (TSDF) received a hazardous waste during the year; for imported shipments, the report shall give the name and address of the foreign generator;

(d) a description, including any applicable EPA hazardous waste number from chapter 11, articles 3 or 4 of this division, California Hazardous Waste Number from chapter 11, Appendix XII of this division, and DOT hazard class, and the quantity of each hazardous waste the Facility (TSDF) received during the year. Wastes that are classified as non-RCRA wastes shall be described by indicating a generic name of the waste and the phrase "Non-RCRA Hazardous Waste." When possible, the generic name shall be obtained from chapter 11, Appendix X, subdivision (e) of this division.  If the generic name is not listed in chapter 11, Appendix X, subdivision (e) the commonly recognized industrial name of the waste shall be used. For off-site Facilities (TSDFs), this information shall be listed by Identification Number of each generator;

(e) the method of transfer, treatment, storage or disposal for each hazardous waste;

(f) reserved;

(g) the most recent closure cost estimate under section 66264.142, and, for disposal Facilities (TSDFs), the most recent post-closure cost estimate under section 66264.144; and

(h) for generators who transfer, treat, store or dispose of hazardous on-site, a description of the efforts undertaken during the year to reduce the volume and toxicity of waste generated;

(i) for generators who transfer, treat, store or dispose of hazardous waste on-site, a description of the changes in volume and toxicity of waste actually achieved during the year in comparison to previous years to the extent such information is available for the years prior to 1984;

(j) the certification signed by the owner or operator of the Facility (TSDF) or the Facility (TSDF)'s authorized representative;

(k) the environmental monitoring data specified in section 66264.73; and

(l) the owner or operator shall certify the following in writing for waste shipped off-site after January 1, 1990. The certification shall be attached to the Annual Report and include the following:

(1) whether the hazardous waste shipped off-site has a heating value of 3,000 British Thermal Units per pound of waste or less, and a volatile organic compound (VOC) content of one percent or less by weight; and

(2) if the waste had a heating value or VOC content greater than that specified in subsection (l)(1), that:

(A) the waste was incinerated or treated by any method that has been authorized by DTSC as part of a hazardous waste Facility (TSDF) permit issued pursuant to Health and Safety Code section 25200; or

(B) the waste is exempted from the requirements of chapter 18, article 12; or

(C) the waste was recycled; or

(D) the waste was shipped out of California for incineration, treatment, disposal or recycling.

NOTE: Authority cited: Sections 208, 25150 and 25159, Health and Safety Code.
Reference: Sections 25155.5, 25159, 25159.5 and 25202.9, Health and Safety Code, 40 CFR Section 264.75.

History:    1. New section filed 5-24-91; effective 7-1-91 (Register 91, No. 22).
              2. New first paragraph filed 3-5-97; operative 4-4-97 (Register 97, No. 10)

# Appendix A

## CONFIDENTIAL BUSINESS INFORMATION

Information may not be withheld from the Administrator of EPA (Agency) because it is confidential. However, when the Administrator is requested to consider information confidential, it must be treated according to U.S. EPA regulations contained in Code of Federal Regulations (CFR), Title 40 Part 2, Subpart B. These regulations provide that a business may, if it desires, assert a claim of business confidentiality covering all or part of the information furnished to EPA. Section 2.203(b) explains how to assert a claim.

The Agency will treat information covered by such a claim in accordance with the procedures set forth in Subpart B. If someone requests release of information covered by a claim of confidentiality, or if the U.S. EPA otherwise decides to make a determination as to whether such information is entitled to confidential treatment, the Agency will notify the business. U.S. EPA will not disclose information as to when a claim of confidentiality has been made except to the extent of and in accordance with 40 CFR, Part 2, Subpart B. However, if the business does not claim confidentiality when it furnishes the information, U.S. EPA may make the information available to the public without notice to the business.

## CONFIDENTIAL BUSINESS INFORMATION (CBI) DEFINITION

In California's Hazardous Waste Handing Statutes, Confidential Business Information (CBI) would be handled under the "Trade Secret" section, as defined by Health and Safety Code section 25173. "Trade Secret" includes but is not limited to "any formula, plan, process, tool, mechanism, compound, procedure, production data or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce or compound an article of trade or a service having commercial value, and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

In fulfilling its statutory responsibility to protect from disclosure those records which are legally entitled to "trade secret" protection, DTSC must also ensure prompt access to those records which are not entitled to protection. Consequently, anyone wishing to claim or maintain entitlement to "trade secret" protection must submit, within 60 days of the date of submission of the Annual Report, responses to the following questions in support of their claim. This information must be submitted for each provision of each document for which "Trade Secret" protection is sought. Claims of "Trade Secret" for entire files will not be honored unless claims for the contents of each document contained therein are substantiated by the responses to the following questions:

A. Is there extensive knowledge of the information outside the business?
B. Is there extensive knowledge by employees and others in the business?
C. Have extensive measures been taken to guard the secrecy of the information?
D. Is the information valuable to competitors?
E. Have there been substantial monetary expenditures in the development of the information?
F. Could the information be easily and properly acquired or duplicated by others?
G. Is there substantial showing of causation between disclosure of the information and foreseeable harm?

DTSC will review each assertion of "trade secret" in light of the answers to these questions. Accordingly, it is essential the "trade secret" claimants provide adequate documentation to fully and specifically answer these questions for each document under consideration. A simple "yes" response, without supporting information, will not be considered adequate to substantiate the claim.

# 2008 ANNUAL FACILITY REPORT
# FILING DATE EXTENSION REQUEST

I request a filing date extension for the 2008 Annual Facility Report for the following facility:

## EPA ID |__|__|__| |__|__|__| |__|__|__| |__|__|__|

Site Name: _____

Site Location Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Email Address: _____

Contact Title: _____

Phone Number of Contact: _____ Ext.: _____

REASON FOR EXTENSION: _____

_____

_____

_____

_____


_____        _____
Authorized Signature of the Facility                    Date

Return to:   **Office of Data Evaluation and Environmental Indicators**
             **Department of Toxic Substances Control**
             **Attn: Annual Facility Report Staff**
             **1001 I St, 11th Floor (11-52D)**
             **P.O. Box 806**
             **Sacramento, California 95812-0806**

or FAX to:   **(916) 322-1005**

# 2008 ANNUAL FACILITY WASTE REPORT
# EXEMPTION REQUEST

## EPA ID  |__|__|__|  |__|__|__|  |__|__|__|  |__|__|__|

Contact Name**:** _____  Phone**:** _____

Facility/Generator Name**:** _____

Mailing Address**:** _____

Mailing City**:** _____  State**:** _____  Zip: _____

E-Mail Address**:** _____

---

### 2008 ANNUAL FACILITY REPORTING REQUIREMENTS:

The company must be a company that treated, stored, or disposed of
RCRA/non-RCRA hazardous wastes in 2008.

---

## Not required to file the 2008 Annual Facility Report

If your facility does **not** meet the above criteria, you are not required to file an Annual
Facility Report for 2008.  Please complete the information below for our records.

Site Location Address: _____

City: _____  State: _____  Zip: __ _____

Reason for Exemption: _____

_____

_____

Return to:    **Office of Data Evaluation and Environmental Indicators**
**Department of Toxic Substances Control**
**Attn: Annual Facility Report Staff**
**1001 I St, 11th Floor**
**P.O. Box 806**
**Sacramento, California 95812-0806**

or FAX to:    **(916) 322-1005**

**APPENDIX E**

# *Waste Reporter 2008 Software User's Guide*

*Conveniently create your Hazardous Waste Reports And Annual Facility Reports, validate data, and create printed reports using Waste Reporter 2008.*

Created and Distributed by
Department of Toxic Substances Control
California – December 2008

# *Waste Reporter 2008 Software User's Guide*

**OVERVIEW**

**Waste Reporter 2008** was developed as a tool to assist organizations in fulfilling their U.S. EPA and California regulatory reporting requirements.  This application is used to enter, store and create all the reports necessary for the EPA Biennial Reporting requirement and AFR Annual Facility Reporting requirement.  The software can be used to create printed reports and can create time saving electronic transmittal files that can be mailed with the report.  Here are some of the features offered by **Waste Reporter 2008**:

**Waste Reporter 2008** offers two different methods to prepare the required reports:

- ❑ **Automated Method** import data using Waste Manager or EPA Flat File format
- ❑ **Manual Entry Method** enter data directly onto EPA Forms

**Validation** of all data entered/imported for correctness and validity:

- ❑ Validate presence and authenticity of various codes
- ❑ Validate authenticity of EPA ID number prefix and algorithm
- ❑ Check weights and measures for rationality
- ❑ Prevent inadvertent omissions or duplications

**Multiple-site Capabilities**

- ❑ Store data from multiple generation sites
- ❑ Select specific site to enter, edit or print data for
- ❑ Add, edit or delete sites as needed
- ❑ Enables correction of EPA ID numbers and other protected fields

**Create Reports**

- ❑ Create a Summary Report of waste quantities for review
- ❑ Create printed reports for local files and for submission to U.S. EPA or DTSC
- ❑ Create electronic transmittal files for mailing with report to U.S.EPA or DTSC

**Personalized Assistance**

- ❑ Call the **2008 AFR Help Line at (916) 322-2880** for personalized assistance with using the software and completing the required forms and the electronic transmittal file.
- ❑ See the **Waste Reporter Software Tips** in the 2008 AFR Supplemental Instructions.

**Submitting Reports**

- ❑ Refer to the **2008 AFR Supplemental Instructions** for submittal instructions.

# GETTING READY

**Review Instructions**

It's best to prepare by thoroughly reviewing the **2008 Annual Facility Report California Supplemental Instructions and Forms**, downloading the U.S. EPA Hazardous Waste Report Instructions and Forms, if needed for waste classification or other more technical issues

**Multiple-Site Software serial number**

If more than one report will be completed, the software supports the use of multiple sites. The serial number is pre-loaded into the software and should display automatically.

**Organize Your Data**

A form GM should be completed for each generated RCRA hazardous waste at the waste-generating process level (Source code), manifest shipment level, or cumulative waste code level. Each of these levels defines how similar hazardous wastes may be combined and reported on one Form GM. When completing a form GM at the:

- ❑ **Waste-Generating Process Level**, a site may combine one or more RCRA hazardous wastes at the point where the wastes are generated (i.e., hazardous wastes with the same Source code), including process wastes and treatment residues.

- ❑ **Manifest Shipment Level**, a site may combine one or more RCRA hazardous wastes shipped off site under the same hazardous waste manifest (i.e., hazardous wastes with one or more source code(s) that may be aggregated and shipped together).

- ❑ **Cumulative Waste Code Level**, a site may combine each distinct RCRA hazardous waste (i.e., hazardous waste streams with the same hazardous waste code or the same group of hazardous waste codes with one or more source code(s)) generated across the entire site.

**Warning:**  Do not complete a separate GM form for every single waste for every single manifest unless you cannot reasonably group your waste using any of the methods described above.

**Load Waste Reporter 2008**

On computers running Windows 98 or better, run the .exe file. This should start the program.

**Network Warning**:  This software is designed to operate on a non-networked, independent computer. If your computer is networked, disconnect the network and load the software on the "C" drive. If you have difficulty using Waste Reporter 2008 on a networked computer, try using it on another computer or call the AFR Staff at (916) 322-2880 for personalized assistance.

**START USING WASTE REPORTER 2008**

**Select Method of Data Entry (click to select)**

**Manual Method:** Use of the Manual Method is highly recommended. The screens resemble the forms, and navigation is relatively easy from section to section, and from form to form.

**Note:** Be sure to click the box for "Don't show this screen again", or you'll be prompted to select a method every time you open the Waste Reporter Software.

These instructions are written specifically for the **Manual Method** for a single site. If importing data is necessary, please see the specific instructions for **Importing Data** at the end of these instructions. If assistance is required, please call the AFR Help Line at (916) 322-2880. These instructions can be followed after the import of data is complete.

**Enter Facility EPA ID Number and Site Name**

Be sure that the EPA ID number is the assigned number and that it is correct. The EPA ID number cannot be edited after **Add Generator** is selected.



Click on "Generator" to add a facility
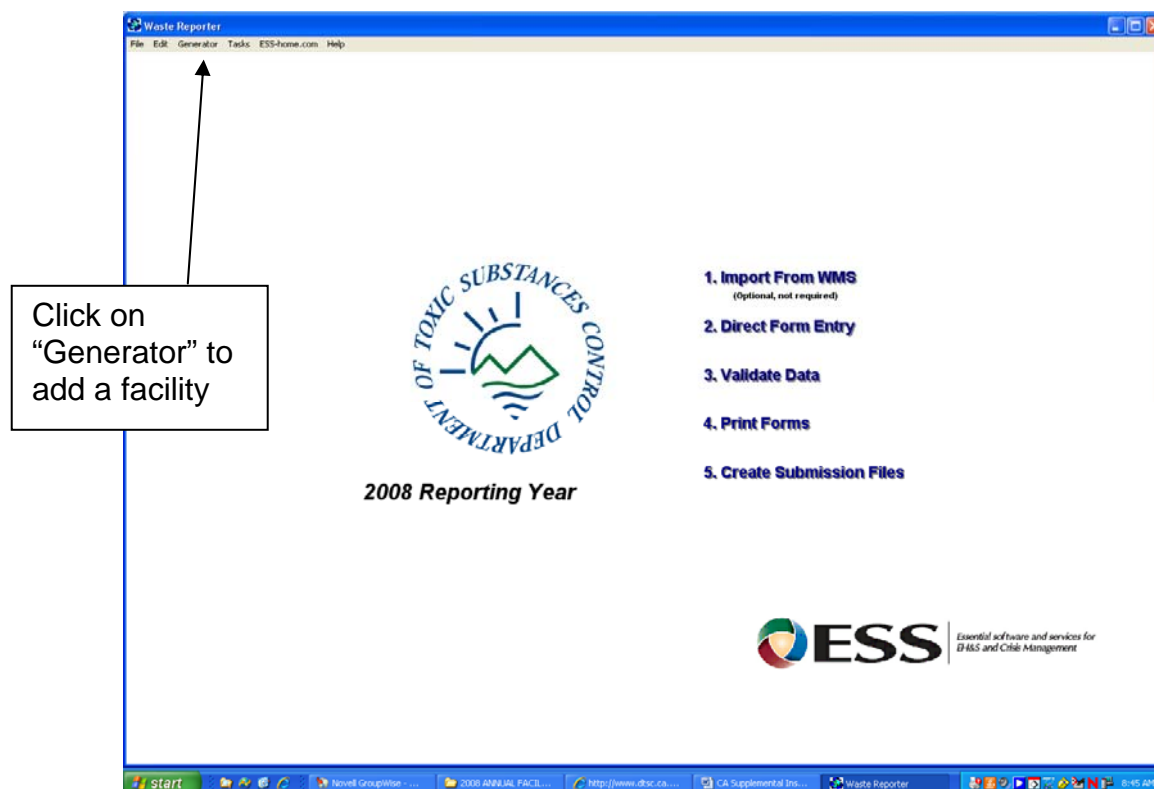
Click on "Generator" at the top of the software program.

Click on "Add Generator."
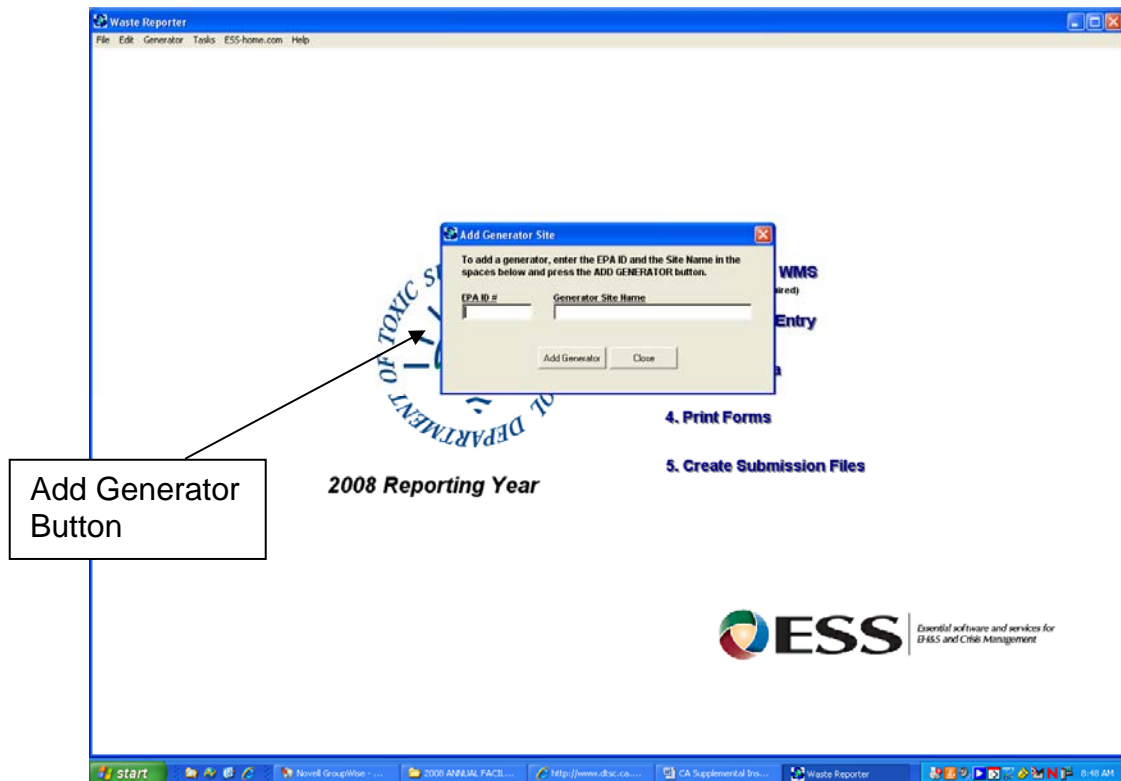


The "Add Generator" dialog box will appear, type in the facility's EPA ID number and the facility name, then click the "Add Generator" button.

To edit an existing facility's report, click on "Generator" at the top of the main software screen, then click on "Select Generator". Once "Select Generator" has been selected, you can edit an existing facility report. You can not modify the existing EPA Identification number once it has been entered and saved.



Click on "Select Generator"



The "Select Generator to Use" dialog box
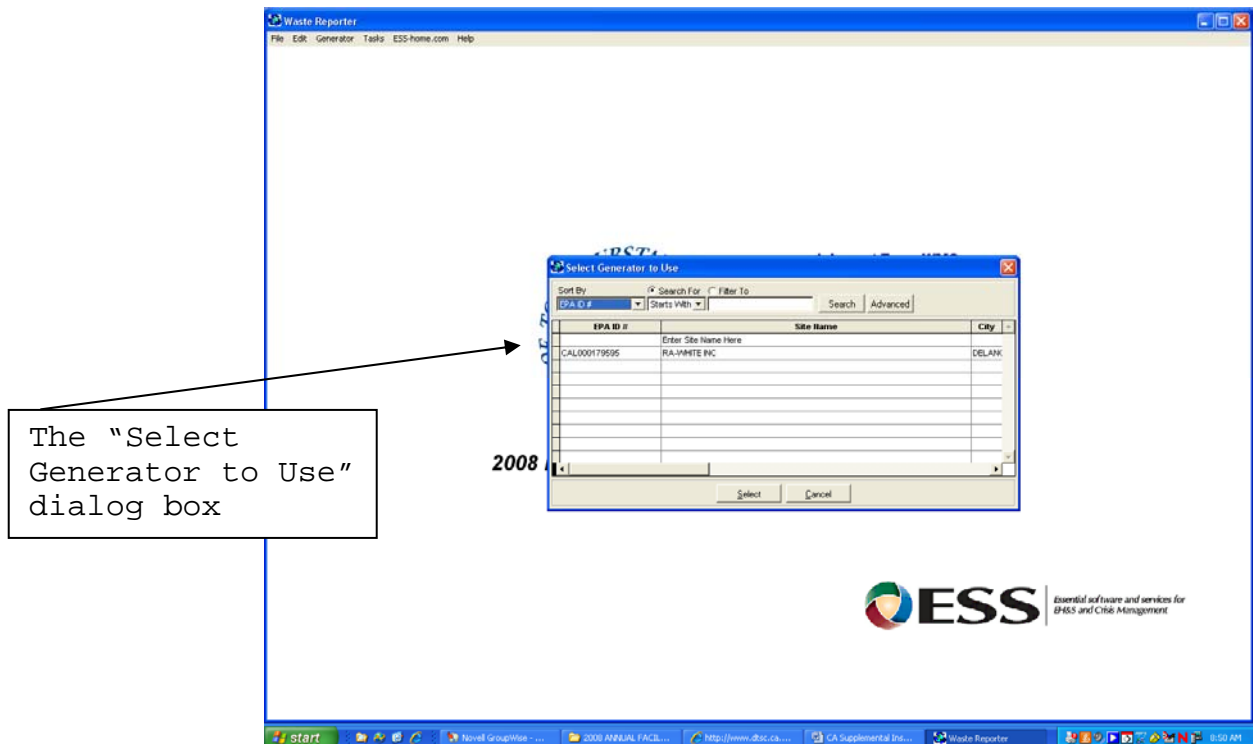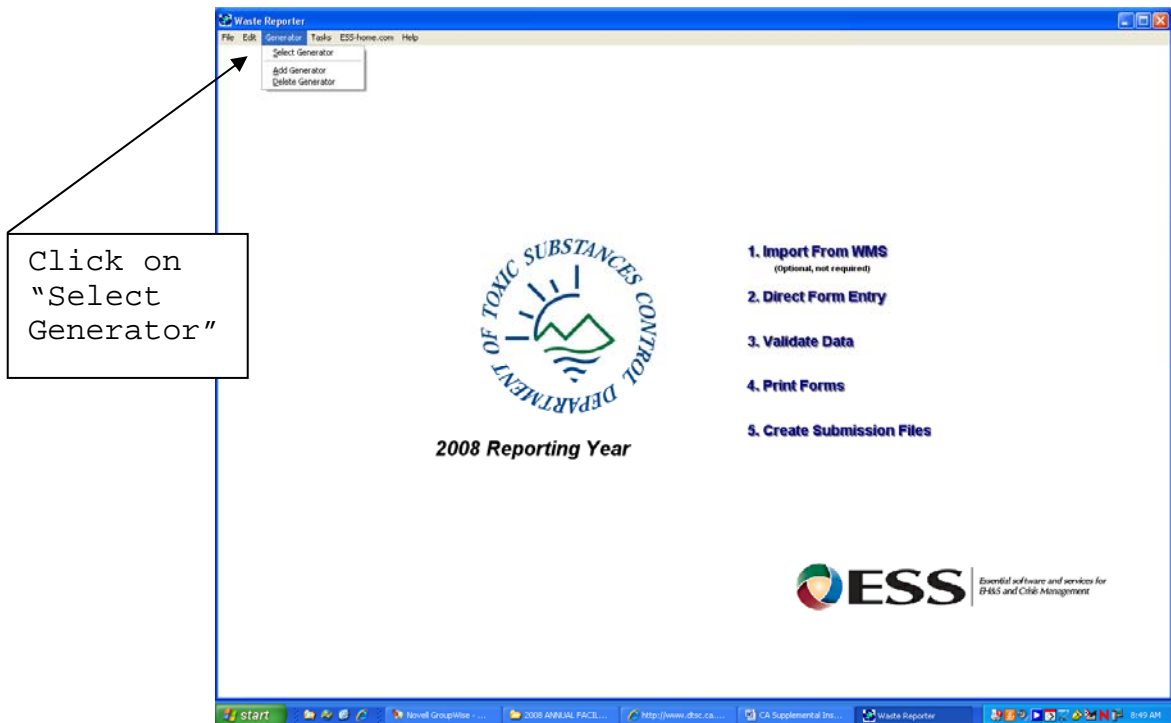
The "Select Generator to Use" dialog box appears when the "Select Generator" is selected. Highlight the EPA ID number of the facility you want to work on, then click on the "Select" button.

**Main Menu**

Once you have either selected "Select Generator" or "Add Generator", the following screen should appear. This is the main navigation menu for Waste Reporter Software. Notice the Steps outlined in the right side of the menu.

Select the **Direct Form Entry,** #2 option on the menu, as shown in the example below.
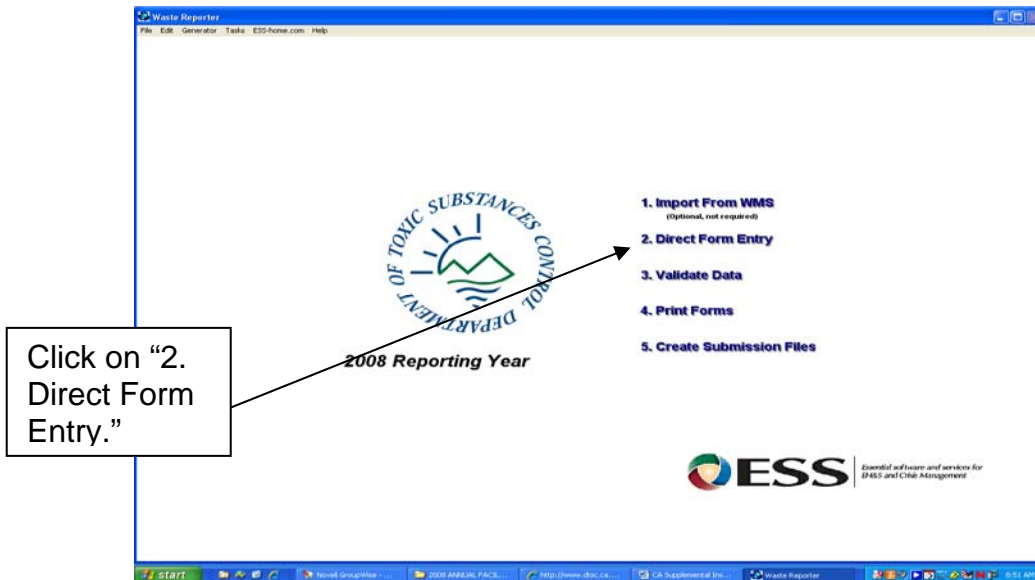


**Direct Form Entry**

The following screen should appear. The goldenrod text box in the center should identify the site EPA ID number and Site Name that you are going to be entering data for. For multi-site users, select a different site or add a new one from the Generator Menu.

Click the "**Site ID Form**" button and follow the step-by-step instructions for Form ID on the following page, and in the 2008 AFR California Supplemental Instructions
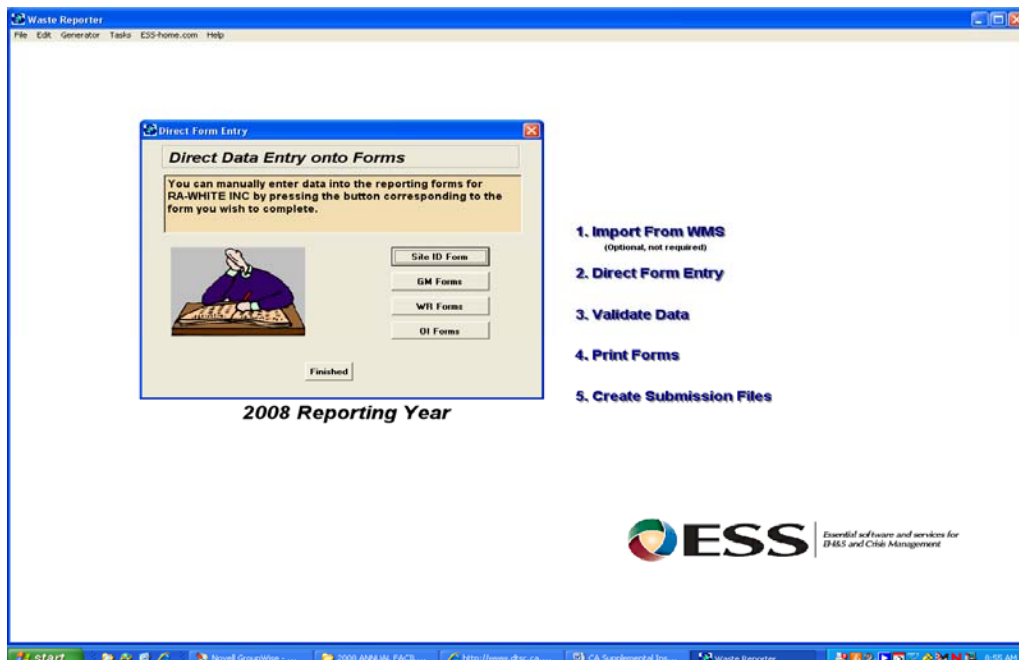
**FORM ID**

The **RCRA SUBTITLE C SITE IDENTIFICATION FORM (FORM ID)** screen will appear.  The last box in Section A is already checked, as default.  This is the correct option.  The EPA ID number and Site Name should already appear.

Detailed line by line instructions are available in the 2007 HWR Instructions and Forms for the FORM ID.

Finish filling out the information for the site address, including COUNTY name, from the drop down menu.  This is different than the COUNTRY name, in the section below for the mailing address.  Enter "SAME" for the mailing address if it is the same as the site address, with the exception of the country code.

When using the drop down menu for the county or country code, click in the text box and enter the beginning letter of the county or "U" for United States, and the drop down list should advance to the section of the list beginning with that letter.  Then click the drop down arrow to view the list. United States is several countries down on the "U" section.



The North American Industry Classification Systems (NAICS) Codes may be found at **www.NAICS.com**, or by calling the AFR Help Line at (916) 322-2880, and we will walk through the drop down menus with you to identify your closest industry classification.  Remember, this is NOT the SIC code.  The web site listed above has a conversion system if the correct code cannot be found.

While using the drop down menus in the software or on the NAICS web site online system, please start with very general terms and categories about your business, getting more detailed as you drop down.  Remember, there are many industry types and only a few codes to categorize them.  The code may not be exact, but may be the closest choice.  Remember to click **Select Code** to select the full NAICS code.  If needed, up to four separate codes may be used to classify the industry.  See the example on the following page.

Use the navigation scroll bar at the far right of your screen to scroll down to the bottom half of the form.  If the navigation bar, or the "X" box at the upper right corner, is not visible, modify the  screen resolution via the "Start\Settings\Control Panel\Display\Settings".  This path should be somewhat similar on your computer, depending on which operating system is used.  Be sure to write down the current settings so that they can be re-adjusted when finished with the Waste Reporter software.  Adjust the resolution to 1024 x 768. This setting will generally work well.

Call the 2008 AFR Help Line at (916) 322-2880 for assistance.

The page by page navigations buttons should appear at the top of the form. Remember to complete all three pages of the Form ID, and to save each page when navigating through the form. See the example below.

Scroll back to the top of the form using the navigation scroll bar at the far right of the screen, and click the "Save" button. Then click on the "Page 2" tab to move to the next page.



Use the navigation scroll bar to move through the form, and complete required fields.

At the bottom of Page 3 of the form, click the "Add" button before entering the certification information. The available field will turn blue. Enter the first, middle initial and last name of the certifier. The Middle Initial field automatically tabs over, so be sure not to enter the last name in the Title field. Leave the date field blank.

Scroll back to the top and click "Save" again, and then click "Exit". This will exit the Form ID and navigate back to the Forms Menu so the completion of the form can continue. Click "GM Forms" (not required if no waste was generated).

## FORM GM

Begin by clicking the "Add New Waste" button. The upper left text box of the Form GM displays a list of all of the Form GMs you have created, listed by description.



When entering the description, make sure that the default text "Enter Waste Description Here" is highlighted.

Note: If the software will not allow information to be entered into the description field, click the mouse up on the "Select Waste Stream from List Below" drop down list at the top of the form, and then click again in the description text box. This should enable the software to accept the entry.

To duplicate waste information from one form to another, select the previously entered waste and then click the "Clone Waste Stream" button. This will create a copy of the selected Form GM with some data already entered.

Click "Add Code" to add an EPA Hazardous Waste Code or State Hazardous Waste Code. Enter the Source Code and Form Code from the list. Enter the amount GENERATED. This may differ from the amount manifested, if some of the waste manifested was generated in 2007. Enter the UOM and density.

Scroll down to the bottom half of the page using the navigation scroll bar at the far right side of the screen. The bottom half is less confusing if you are looking at the entire bottom half.

If waste was managed on-site, click the "Yes" button and the "Add" button to enable the fields in that section. Enter the Method Code and the quantity managed on-site.

For waste shipped off-site, click the "Yes" button and the "Add" button to enable the fields in that section. Enter the EPA ID number of the off-site handler (make sure it is the correct number), the Method Code and the quantity shipped off-site. Remember, this may differ from the amount manifested, if some of the waste manifested was generated in 2007.

Scroll back to the top of the Form GM and click "**Save**", and then click "**Exit**" to exit the GM Form and return to the Forms Menu. From the Forms Menu, click "**WR Forms**" for reporting waste received.

**FORM WR**

When entering the description, make sure that the previous text "Enter Waste Description Here" is highlighted.

Note: If the software will not allow you to enter data into the description field, click the mouse up on the "Select Waste Stream from List Below" drop down list at the top of the form, and then click again in the description text box. This should enable the software to accept your entry.



To duplicate waste information from one form to another, select the previously entered waste and then click the "Clone Waste Stream" button. This will create a copy of the selected Form WR with some data already entered.

Click "Add Code" to add an EPA Hazardous Waste Code or State Hazardous Waste Code. Enter the Off-site Handler EPA ID number. Make sure that this is the correct number for the handler.

Enter amount received. Enter the UOM and the Form Codes and Management Method Codes. Use the drop down boxes to enter the codes when available.

Click "Save" after entering each Form WR. Click "Exit" to exit the Form WR and return to the Forms Menu. Click "OI Forms" to enter off-site facility information.

## FORM OI

DTSC requests the completion of the OI form and the inclusion of every off-site EPA ID number entered on the GM and WR forms. Double check each EPA ID number against the records.

The drop down text box will display all of the facilities entered. To edit a previously entered facility, select the name from the drop down text box and edit data as necessary.

Click Save after entering each Form OI. Click Exit Form OI and return to the Forms Menu.

## FORMS CO AND CC

Waste Reporter 2008 does not have the capability of creating these forms. Please complete them manually and include them with your report.

Click "Finished" at the bottom of the Forms Menu to return to the Main Menu. Return to the Forms Menu at any time to continue entering data or editing existing data.

## COMMENTS

Comments are required in the comments section for G9, G19, G39, and G49 Source Codes, and to clarify or continue other entries, including additional Waste Codes. For each comment, reference the section number and box letter of the entry that is being commented, or note the Source Code (for source code clarification). (E.g., "Sec. 1, Box B, continued: D011: From production processes", or "G9: From production processes").

**VALIDATING DATA**

**Summary Report**

Print a summary report from the Validation Menu. From the Main Menu, click on Validate Data. Select the option for Summary Report. Print and review the report carefully against your records to ensure that the quantities are correct. The software may inadvertently add a zero to some of your quantities or some forms may not have been saved properly.

**Validation**

After the data entry is complete and the quantities are verified correct, you will need to validate the data. From the Main Menu, click on Validate Data.



The validation process will take a few moments. For very large reports the process may take longer.

**Warnings**

It is likely that warnings or critical error messages may be received. If this is the case, please follow the instructions below. If the data is validated successfully without warnings, you may skip the warnings instructions and continue to the instructions for creating your reports.
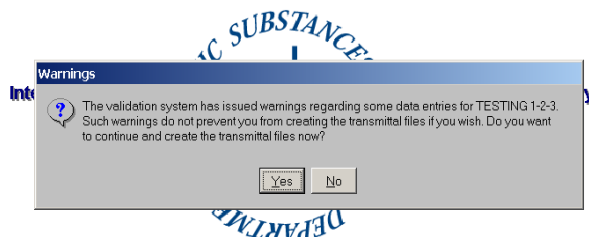


If there have been more than a few warnings, or if there is difficulty solving the warning issues, print the list for easy viewing and call the AFR Help Line at (916) 322-2880 for assistance.

**Import From WMS**     **Validate Data**

| Severity | Form | Location | Description of Validation Issue |
|---|---|---|---|
| Warning | GM | Page 1 | A source code of G09, G19, G39 or G49 has been entered. Make sure that an explanation is entered in |
| Warning | GM | Page 1 | An EPA ID number (CAD111111111) that was entered for an Off-Site shipment is not completely valid. The |
| Warning | WR | WR# 1 | The EPA ID number that was entered for this Off-Site handler is not completely valid. The numeric portion of |
| Warning | OI | OI# 1 | The EPA ID number that was entered for this Off-Site installation is not completely valid. The numeric portion |

**Interview**     **Entry**

Generally, warnings are simple reminders to check to make sure that all information has been entered (i.e. comments, etc.).  They may not necessarily state that a field has been left incomplete, only that there is a possibility that a field has been left incomplete. The software is limited in its viewing of some of the data fields (e.g., comments section or validating California EPA ID number prefixes). After careful review of each warning and the correction of errors, validate the data before creating reports.

## Critical Errors

**If a critical error warning is received, do not proceed.**  Solve the errors and successfully validate your data before creating the reports.

If more than a few critical error warnings have been received, or if there is difficulty solving the critical errors, print the list out for easy viewing and call the AFR Help Line at (916) 322-2880 for assistance.
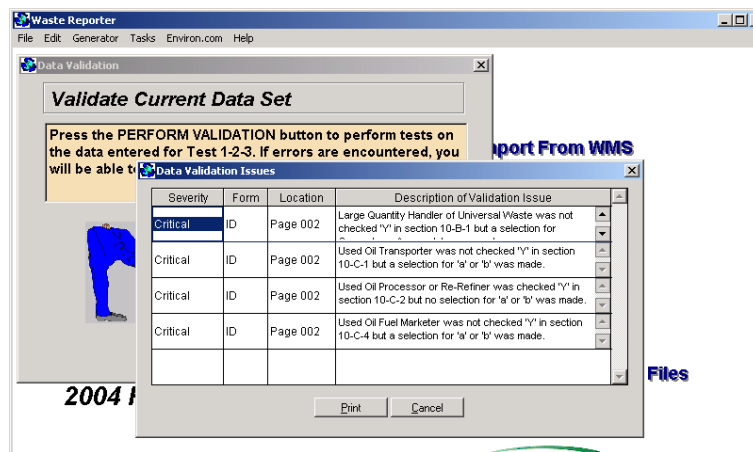


Read the warnings carefully.  Review the data carefully.  Troubleshoot the errors by deleting the specific data in question (such as a transporter EPA ID number or several waste codes) and re-enter the data.  The data may appear correct, but may have not been stored properly by the software.

Common critical errors are invalid EPA ID numbers, duplicate waste codes, and unit of measurement errors.

All of the critical errors must be solved and the data must be successfully validated before reports can be created.

If any of the forms in Waste Reporter have been accessed, re-validate the data before creating your reports.

# CREATE SUBMISSION FILES

From the Main Menu select Create Submission Files.  The wizard will provide prompts for creating the electronic submission file of the forms entered into Waste Reporter.



**DO NOT EMAIL THE SUBMISSION FILE.**
The diskette must be mailed with the completed report.

Select the "Next" button at the bottom of the page.

The wizard will ask which drive the submission file will be created.  Select "**A**:" and insert a diskette/cd into your A: drive.  The submission file that is created is a zipped file, so even very large facilities should be able to create their submission files on a diskette/cd.
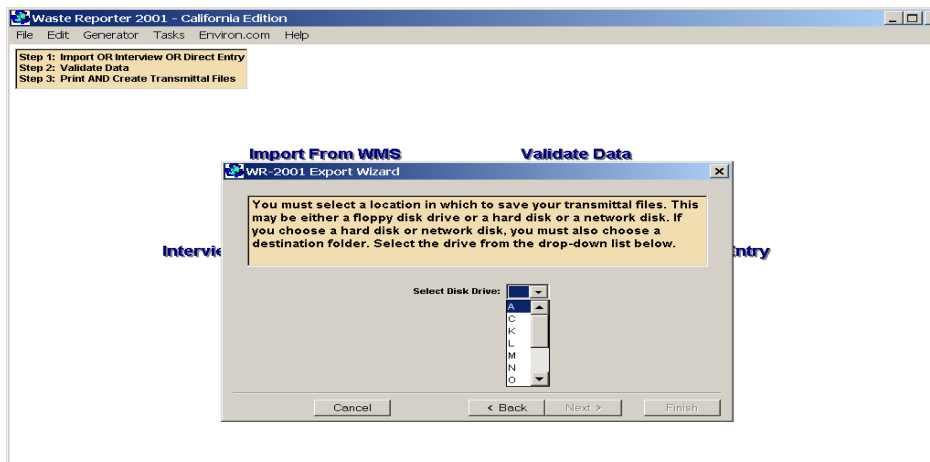


Continue the process by clicking the "Finish" button.  The process takes a moment, and may take significantly longer for very large facilities.  A yellow smiley face should appear when the file has been completed successfully (displayed momentarily).
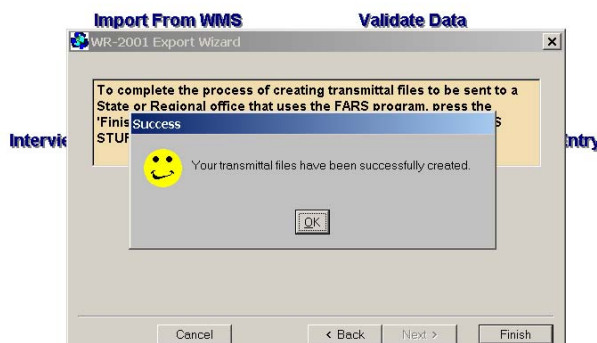
**CREATE REPORTS**

**Print Forms**

Return to the Main Menu and select "Print Forms". After the data has been validated successfully and an electronic submission file has been created on a diskette/cd, print a hard copy of the entire report to submit to DTSC. Remember, the Waste Reporter printouts will be missing the Form CO and Form CC. These forms must be completed manually and included with the final report.

A screen similar to the one below should appear. It is recommended that the document is printed to a laser printer. If only a bubble jet printer is available, adjust the resolution on the printer to the highest setting, and the report should print properly.
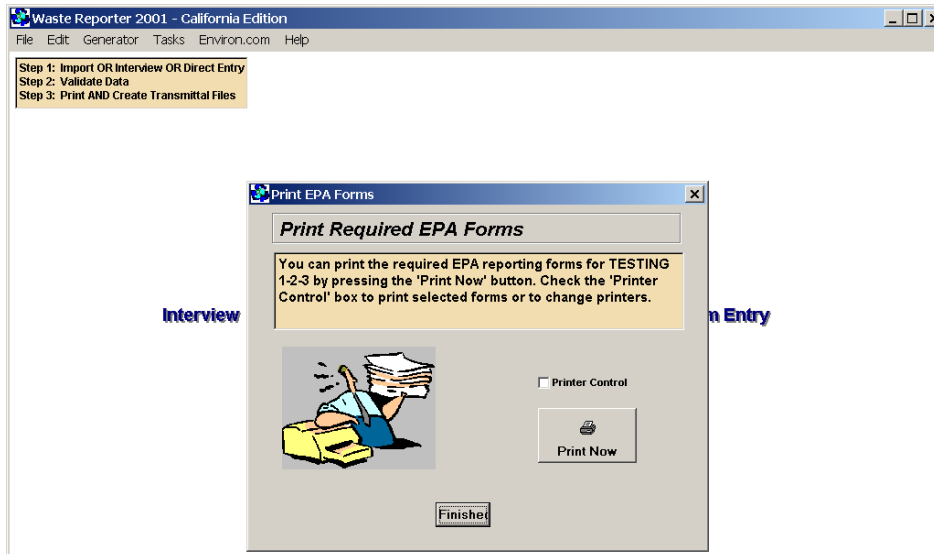


**SUBMITTING YOUR REPORTS**

**Certification**

Have the entire report (including Form CO and CC) reviewed and certified by a manager employed by the facility. The manager must certify the report on the bottom of page 3 of FORM.

Consultants who are completing the report for a facility are not authorized to certify on behalf of the facility. Forward the entire report to the facility for certification.

**Submitting Report to DTSC**

Follow the detailed instructions in the 2008 AFR Supplemental Instructions for submittal instructions, cover sheet, diskette mailer, and return mailing label for the facility. Please include the cover sheet provided with the **2008 AFR Supplemental Instructions**.

Do not use excessive tape or packaging materials on your diskette. Opening such packaging material can cause damage to the diskette.
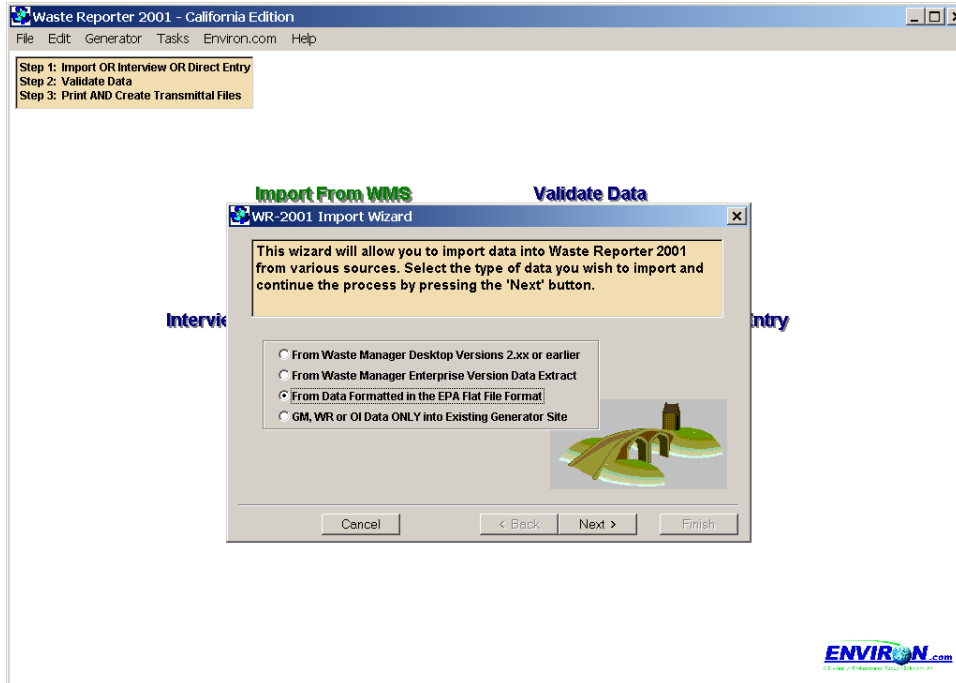
**Deadline**

The report must be postmarked by **March 1, 2009**.

 **IMPORTING DATA**

If using the Automatic Import Method, a screen that looks like the image below will appear.
Follow the wizard until the import process is complete.



**Only Waste Reporter files or EPA Flat File formatted files may be imported into Waste
Reporter.  No other formats may be imported.**

Call the AFR Help Line at (916) 322-2880 for assistance with importing data into Waste
Reporter or converting files to meet EPA Flat File specifications.  See the 2004 AFR
Supplemental Instructions for obtaining the current EPA Flat File specifications.

Once the files have been successfully imported, select the Manual Method access the data in
Waste Reporter.

Refer to the instructions contained in this User Guide for accessing and editing the reports,
validating data, creating the transmittal file, printing reports, and submitting the report to DTSC.

## Appendix F

### *FORM CC*

## CLOSURE & POST-CLOSURE COST ESTIMATE AND ENVIRONMENTAL MONITORING DATA

**WHO MUST SUBMIT FORM CC?**
All TSDFs required to file the 2006 AFR must submit Form CC.

**PURPOSE OF FORM CC**
The form documents the closure and post-closure cost estimates required by the California Code of Regulations (CCR), Title 22, section 66264.75(g) and the environmental monitoring data required by section 66264.75(k).

**HOW TO FILL OUT FORM CC**

**SECTION I**

**Box A**:  Type of Estimate
Check if estimate is for closure or for post-closure.

**Box B**:  Total Cost Estimate
Indicate the most current closure cost estimate as required by CCR, Title 22, section 66264.142.  Disposal TSDFs must indicate the most recent post-closure estimate as required by section 66264.144.

**Box C**:  Type and Capacity of Units
Indicate the type and capacity of the units covered by the estimate reported in Box B.

**SECTION II**

**Box A**:  Environmental Monitoring Data
Description of the environmental monitoring data available.

## Appendix F

### *FORM CO*

### CEASED OPERATING AS A PERMITTED OR INTERIM STATUS HAZARDOUS WASTE FACILITY (TSDF) OR UNIT(S)

**WHO MUST SUBMIT FORM CO?**

A facility required to file the 2008 AFR must submit Form CO if the facility ceased operating any or all hazardous waste management units during 2008.

**PURPOSE OF FORM CO**

The form is used to identify the type of permitted facility, and which unit or units have ceased operating as permitted units for the year 2008.

**HOW TO FILL OUT FORM CO**

If the entire facility ceased operating, fill out only one Form CO. If the facility partially closed, photocopy additional copies of Form CO as needed and fill out one form per unit for each type of unit that ceased operating under permit authorization. Complete Boxes A through J for each unit which ceased hazardous waste activity requiring a full permit or standardized permit during 2008.

**Box A**: Prior Authorization
Check the type of prior authorization held by the facility.

**Box B**: Date of Permit
If prior authorization was a permit, enter the date issued for the facility.

**Box C**: Date of Interim Status
If prior authorization was an Interim Status Document (ISD), enter the date issued for the facility.

**Box D**: Current Permit Status
Check if the entire facility:

- Ceased operating and will be going through closure,
- Converted to a lower permitting tier, to a variance, or to 90 day or less storage,
- Had the permit rescinded or denied and will be going through closure,
- Withdrew the permit and will not be pursuing a permit or will be going through closure.

**Box E**:  Date Ceased Operating All Permitted Unit(s)
The date that handling of hazardous waste requiring full permit, standardized permit, or ISD stopped.

**Box F**:   Date All Units Were Converted to Tier Permitting
The date that handling of hazardous waste requiring full permit, standardized permit, or ISD converted to a lower tier, a variance, or a generator only.

**Box G**:  Converted All Unit(s) to
If the TSDF or unit(s) converted to a lower legal operating authorization
Specify the facility's new status as:

- Permit by Rule
- Conditionally Authorized
- Conditionally Exempt
- Less than 90 Days Storage
- Other

**Box H**:  Date Facility Notified DTSC of Closure
The date that the facility notified DTSC by certified mail that handling of hazardous waste requiring full permit, standardized permit, or ISD would cease or be converted to a lower tier, a variance, or a generator only.

**Box I**:   Is Facility Applying for Post-Closure Permit?
Specify if the facility will be pursuing a Post-Closure Permit.

**Box J**:  Date of Facility Closure Certification/Verification
If the facility completed the closure according to the approved closure plan and have been certified or verified clean closed by DTSC, enter the date the Certification or Verification was issued.